

MANAGEMENT NOTICE

American Embassy Ouagadougou

TO: All State Department Personnel and Heads of Other Agencies

NUMBER: 143/2011

DATE: December 08, 2011

SUBJECT: VACANCY ANNOUNCEMENT

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration

OPEN TO: Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.

POSITION: RESIDENTIAL SECURITY COORDINATOR, FSN 08; FP-6*

OPENING DATE: December 08, 2011

CLOSING DATE: December 22, 2011

POSITION NUMBER: PSA -100706

WORK HOURS: Full-time (40 hours/week)

SALARY: * Ordinarily Resident (OR): Position Grade: FSN-08 Salary: CFA 6,452,521 p.a.
* Not Ordinarily Resident (NOR):
Position Grade: FP-06 will be confirmed by Washington

The U.S. Embassy in Ouagadougou is seeking qualified candidates for employment for the position of **Residential Security Coordinator** in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent of this position serves as Residential Security Coordinator and is responsible for developing residential security plans and conducting residential security surveys.

A copy of the complete position description listing all duties and responsibilities is available on the Embassy website, follow the link <http://ouagadougou.usembassy.gov/jobs.html>.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **Education**: Possession of a bachelor's degree or the host country equivalent or related work experience is required.
2. **Work Experience**: Minimum three years of progressively responsible experience in the commercial security guard business, government police, or military. At least one year of experience supervising subordinates, either in the civilian or military environment.
3. **Language skills**: Level IV (Fluent) in both spoken & written English and French is required. **English language skills will be tested.**
4. **Knowledge**: A good knowledge in physical protection, standard security practices and procedures, developing security plans, and good working knowledge of standard security equipment as it pertains to residential security are required. Contract management, budget formulation and tracking, and some knowledge of host-country operational environment, language, law and security entities, and historic criminal and terrorist threats and operational tendencies are preferred.
5. **Skills and Abilities**: Must be able to work independently, with minimum guidance and reliable performance. Must be able to communicate easily; collect and present facts and recommendations in a clear, concise manner; and deal directly with embassy residents in troubleshooting technical issues and resolving problems pertaining to residential security equipment. Must have the ability to use computers and digital cameras, prepare reports, correspondence, and security surveys. Must be able to successfully complete the COR training.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae in English that provides the same information found on the UAE (*see Appendix B*); **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Embassy Ouagadougou
Attn: Human Resources Office
01 B.P. 35 Ouagadougou 01
Burkina Faso

POINT OF CONTACT

E-mail: HROouaga@state.gov
Phone: (226) 50-49-53-00 Ext. 5656
Fax: (226) 50-49-56-28

Note:

- Applicants should retain original copies of all documentation which accompanies their applications.
- All applications must be submitted in English.
- All applications received after the deadline will not be considered.
- Applications that are not completed in English will not be considered.

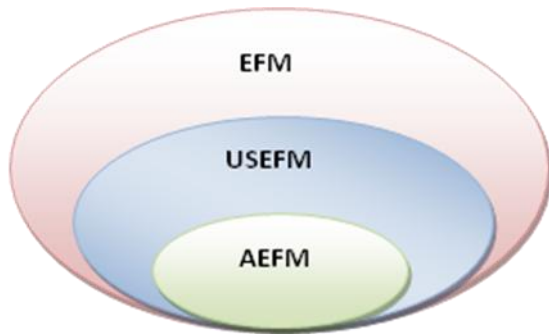
CLOSING DATE FOR THIS POSITION: DECEMBER 22, 2011 AT 05:00 PM

The U.S. Mission in Ouagadougou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted by: HR Assistant: EToe_____
Cleared by: HRO/CAFagan - A/RSO: DFleming_____
Approved by: DCM /s/CRDavis.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References